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FM COMNAVRESFOR NORFOLK VA

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ALNAVRESFOR 018/20 //

PASS TO OFFICE CODES:

INFO RUOIBBB/CNO WASHINGTON DC//N095//

MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA/N1/JUL//

SUBJ/SPECIAL DUTY ASSIGNMENT PAY ELIGIBILITY AND

ANNUAL RECERTIFICATION FOR SELECTED RESERVE SAILORS.//

REF/A/DOC/COMNAVRESFORCOM NORFOLK VA/22NOV17//

REF/B/DOC/SECDEF/AUG17//

REF/C/DOC/OPNAV/5OCT17//

NARR/REF A IS RESPERS M-1001.5, NAVY RESERVE PERSONNEL MANUAL

(RESPERSMAN). REF B IS DOD 7000.14-R, FINANCIAL MANAGEMENT

REGULATION. REF C IS OPNAVINST 1160.6C, SPECIAL DUTY ASSIGNMENT

PAY PROGRAM//

RMKS/1. This message announces the annual special duty assignment pay (SDAP) recertification process for Selected Reserve Sailors (SELRES) for Fiscal Year (FY) 2020. Per ref (a), Navy Reserve Activities (NRAs) are required to annually review and certify each Sailor's entitlement to SDAP. This recertification shall commence effective immediately through 31 August 2020.

2. The following SDAP levels are contained in ref (c). Drill pay amounts are based on 1/30th of full active duty monthly SDAP:

Types	Amount per drill
SD-1	2.50
SD-2	5.00
SD-3	7.50
SD-4	10.00
SD-5	12.50
SD-6	15.00

3. Billet certification. A listing of the SELRES billets designated as eligible for SDAP can be found on the Commander, Navy Reserve Forces Command (CNRFC) N11 Reserve Pay Assistance Team (RPAT) web page at https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n11 located in the "RESPAY Tools for Success" SDAP Folder. In all cases, a Sailor shall hold the required NEC and must be assigned to a valid billet that requires this NEC.

4. COMNAVRESFORCOM N11 shall:

- a. Provide administrative guidance for processing SDAP.
- b. Monitor N1 Process Management Tool (PMT) daily for SDAP submissions.
- c. Initiate/correct/terminate via Navy Standard Integrated

- Personnel System and verify payment processed correctly.
- d. Maintain the master file of SDAP eligibility. Any Sailor not recertified or found to be ineligible will have SDAP terminated.
 - e. Maintain certification letters in HPE Records Manager.
5. Reserve Component Commands shall:
- a. Be familiar with the contents of this message and references (a) through (c).
 - b. Review SDAP submission and recommend approval/disapproval via N1 PMT.
6. NRAs shall:
- a. Be familiar with the contents of this message and references (a) through (c).
 - b. Verify Sailors meet all eligibility requirements.
 - c. Submit signed SDAP letters per reference (a) to COMNAVRESFORCOM N11 through PMT at <https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/prcmgmt/Pages/default.aspx>.
 - d. Recertify Sailors within the fiscal year recertification period (in paragraph 1). Sailors who are not recertified will have their SDAP terminated at the end of the FY.
 - e. Track SDAP payments for assigned eligible SELRES Sailors to ensure timely and proper payments.
 - f. Notify COMNAVRESFORCOM N11 of any personnel changes that preclude a Sailor from receiving SDAP using guidance found in reference (a).
 - g. Verify that all Sailors in valid billets holding the proper NECs are receiving SDAP per this message and monthly verification.
 - h. Certify Sailors within 30 days of assignment to SDAP eligible billets.
 - i. Notify COMNAVRESFORCOM N11 upon mobilization and demobilization.
7. Sailor Responsibility:
- a. For Sailors on Active Duty for Special Work (ADSW) or recall orders, SELRES SDAP eligibility is terminated upon Sailor's start of active duty orders. Upon return to an eligible Reserve SDAP billet, the Sailor is required to recertify.
 - b. Reserve Sailors on any type of active duty orders such as AT, ADT (long term and short term, mobilization, etc.), will contact their servicing PSD for SDAP-related issues via their Command Pay and Personnel Administrator. Reserve Sailors shall contact their NRAs with SDAP-related issues concerning Inactive Duty Training periods.
8. Annual recertification. NRA Commanding Officers are required to annually recertify that Sailors receiving SDAP are assigned to a SDAP-qualified billet, remain qualified to fill that billet, and are receiving the correct SDAP amount. This recertification shall be completed no later than 31 August 2020.
9. Point of contact is CNRFC N11, (757)322-2653/

cnrfc_n1_rpat.fct(at)navy.mil.

10. Released by CAPT Errin Armstrong, Chief of Staff Commander,
Navy Reserve Force.//

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